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5 December 1955

MEMORANDUM FOR: Deputy Director (Support)
SUBJECT : Supergrade Ceiling
REFERENCE : Memorandum for DD/S Components
from DD/S dated 30 November 1955,
same subject

In accordance with referenced memorandum, there is forwarded herewith a roster of approved and recommended supergrades and the rankings of each for the Office of the Comptroller together with a brief justification of each position.

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Acting Comptroller

Attachment

RHF:jh (5 Dec 55)

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OFFICE OF THE COMPTROLLER

Roster of Approved and Recommended
Supergrades and the Rankings

<u>Title of Position</u>	<u>Ranking</u>	<u>Present Grade</u>	<u>Proposed Grade</u>
Comptroller	1	GS-18	
Deputy Comptroller	2	GS-17	
Chief, Finance Division	3	GS-16	
Chief, Budget Division	3	GS-16	
Chief, TAS	3	GS-15	GS-16
SSA(Comptroller)	4	GS-15	GS-16
Assistant to the Comptroller	4	GS-15	GS-16

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OFFICE SUPERGRADE POSITION JUSTIFICATION

<u>1. Position Title</u>	<u>Organizational Location</u>	<u>Present Grade</u>	<u>Command Channels</u>
Comptroller	Office of the Comptroller	GS-18	DD/S

2. Purpose and Function of Position:

Responsible for budgetary and financial operations of the Agency including program and financial analysis and machine record services.

3. Program Responsibility - Authorities - Decisions:

Directs the budget and financial program of the Agency and has complete authority regarding all matters pertaining thereto.

4. Related Positions:

Other DD/S Office Directors

5. Special Factors:

The Comptroller is one of the highest level positions in the Agency and the position is of an extreme technical and specialized nature since it embraces budget, accounting, financial and fiscal operations.

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OFFICE SUPERGRADE POSITION JUSTIFICATION

<u>1. Position Title</u>	<u>Organizational Location</u>	<u>Present Grade</u>	<u>Command Channels</u>
Deputy Comptroller	Office of the Comptroller	GS-17	Comptroller

2. Purpose and Function of Position:

Serves as full deputy to the Comptroller in charge of all budgetary and financial operations of the Agency including program and financial analysis and machine record services.

3. Program Responsibility - Authorities - Decisions:

Shares with the Comptroller the responsibilities for directing the budget and financial programs of the Agency and assumes the complete authorities of the Comptroller in his absence.

4. Related Positions:

Other Deputy Office Heads in the DD/S area.

5. Special Factors:

As with respect to the Comptroller, this is one of the highest level positions in the Agency and also as with respect to the Comptroller the position is of extreme technical and specialized nature since it embraces budget, accounting, financial, and fiscal operations.

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OFFICE SUPERGRADE POSITION JUSTIFICATION

1. Position Title Organizational Location Present Grade Command Channels
Chief, Finance Div. Office of the Comptroller GS-16 Comptroller
2. Purpose and Function of Position:
Responsible for accounting, audit, payrolling operations, and financial operations pertaining to clandestine services of the Agency (unvouchered funds).
3. Program Responsibility - Authorities - Decisions:
Directs the accounting, audit, and financial programs of the Headquarters and the field with respect to Agency clandestine operations.
4. Related Positions:
Other Division and Staff Chiefs of the Office of the Comptroller.
5. Special Factors:
Because of the security and clandestine operations and problems, the position is involved in extremely unique and complex problems not found in other financial organizations and for which there is little or no precedence.

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OFFICE SUPERGRADE POSITION JUSTIFICATION

- | <u>1. Position Title</u> | <u>Organizational Location</u> | <u>Present Grade</u> | <u>Command Channels</u> |
|--------------------------|--------------------------------|----------------------|-------------------------|
| Chief, Budget Div. | Office of the Comptroller | GS-16 | Comptroller |
2. Purpose and Function of Position:
Responsible for the formulation, presentation, and execution of the Agency budget.
3. Program Responsibility - Authorities - Decisions:
Directs the Agency budget program including the establishment of budgetary policies and procedures.
4. Related Positions:
Other Division and Staff Chiefs of the Office of the Comptroller
5. Special Factors:
The security and Agency clandestine operations and activities of the Agency cause the budget problems to be unique and complicated as contrasted with other budget programs in other agencies.

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OFFICE SUPERGRADE POSITION JUSTIFICATION

1. <u>Position Title</u>	<u>Organizational Location</u>	<u>Present Grade</u>	<u>Command Channels</u>
Chief, TAS	Office of the Comptroller	GS-15	Comptroller

2. Purpose and Function of Position:

Responsible for the development, installation, and review of all accounting systems and fiscal procedures of the Agency.

3. Program Responsibility - Authorities - Decisions:

Directs a program with respect to developing, installing, and reviewing accounting systems and fiscal procedures and is responsible for reviewing all Agency regulations applying to the Comptroller and for approving for the Comptroller all administrative plans for projects.

4. Related Positions:

Other Division and Staff Chiefs of the Office of the Comptroller.

5. Special Factors:

This is the highest level accounting technician in the Office of the Comptroller and in the Agency since all systems including those of the Finance Division must be either initiated or approved by this position. Because of the Agency's use of commercial facilities and projects, the position is involved in complex commercial and business type accounting problems as well as governmental. In addition, security requirements prohibit the assistance of the General Accounting Office, Systems Division, as would normally be the case with respect to other accounting staffs in other agencies. Because of the technical and professional nature of the position the only guidance received by the incumbent with respect to the more complex accounting problems is from the Comptroller and Deputy Comptroller.

OFFICE SUPERGRADE POSITION JUSTIFICATION

<u>1. Position Title</u>	<u>Organizational Location</u>	<u>Present Grade</u>	<u>Command Channels</u>
SSA(Comptroller)	Office of the Comptroller	GS-15	Comptroller

2. Purpose and Function of Position:

In the DD/P area serves as Special Assistant to the Comptroller and in such capacity operates as liaison between the SSA-DD/S and the Office of the Comptroller and assists the Comptroller in developing and implementing the Agency's budget, fiscal and accounting problems.

3. Program Responsibility - Authorities - Decisions:

In the DD/P area and as the Comptroller's representative on the SSA-DD/S staff, assists in developing and implementing the programs and activities of the Office of the Comptroller.

4. Related Positions:

Other Special Support Assistants on the staff of the SSA-DD/S

5. Special Factors:

Responsible for developing and implementing the Comptroller's program in the very complex clandestine area of the Agency.

OFFICE SUPERGRADE POSITION JUSTIFICATION

1. <u>Position Title</u>	<u>Organizational Location</u>	<u>Present Grade</u>	<u>Command Channels</u>
Asst. to the Compt.	Office of the Comptroller	GS-15	Comptroller

2. Purpose and Function of Position:

Performs high level special assignments for the Comptroller usually of a highly sensitive nature. Performs specific functions such as: Agency liaison with other agencies with regard to financial inter-agency problems of extreme security; Training Officer for the Office of the Comptroller; Comptroller representative to the Headquarters Board of Survey; and Comptroller representative with regard to Hot and Cold War plans.

3. Program Responsibility - Authorities - Decisions:

Assists the Comptroller in the development and implementation of policies, plans, and programs. Develops and approves financial agreements and arrangements with other agencies and/or non-governmental organizations with authority to make decisions concerning such agreements subject only to approval of the Comptroller in the most important and sensitive cases.

4. Related Positions:

Comparable to Special Assistant positions in other DD/S components.

5. Special Factors:

The variety of special problems with regard to this position and the extreme sensitivity of the majority of such problems requires considerable ingenuity and Agency background and experience.

55-3102

NOV 30 1955

MEMORANDUM FOR: General Counsel
Director of Communications
✓ Comptroller
Director of Logistics
Director of Personnel
Director of Security
Director of Training
Chief, Audit Staff
Chief, Commercial Staff
Chief, Management Staff
Chief, Medical Staff
Special Support Assistant
Chief, Project Administrative Planning Staff

SUBJECT : Supergrade Ceiling

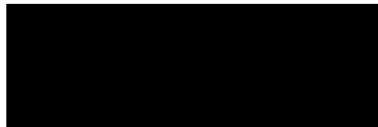
1. At the 12 October 1955 Deputy Director (Support) Staff Meeting I discussed the status of Supergrade ceiling deliberations and my recommendation to the Supergrade Review Board that each Deputy Director undertake a study of all present and projected Supergrade positions preparatory to submission of a conclusive Supergrade report to the Director. Pursuant to my recommendation to the Board, I am now in the process of developing the Supergrade ceiling proposal for the DD/S area and request your prompt assistance.

2. At this time, I would like to have each office and staff head provide me with a roster of all presently approved and recommended Supergrade positions for his office or staff which he believes are justified at the Supergrade level. This roster should include all Supergrade positions within the Career Service jurisdiction of the office or staff. It also should include a recommendation for the proposed grade level for each position as well as a ranking of the positions in the order of relative responsibility, importance and difficulty. (Ranking of more than one position at the same level may be in order.) Each Supergrade position on the office or staff roster should be accompanied by a brief justification. Attached is a copy of the half-sheet form on which I would like to have these justifications submitted.

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3. I will appreciate receiving the information requested no later than 6 December. If there are any questions concerning this matter, [REDACTED] of my staff will be glad to assist you.



FOIAb3b

L. K. WHITE
Deputy Director
(Support)

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OFFICE SUPERGRADE POSITION JUSTIFICATION

1. Position Title Organizational Location Present Grade Command Channels
2. Purpose and Function of Position:
3. Program Responsibility - Authorities - Decisions:
4. Related Positions:
5. Special Factors:

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COMPTROLLER'S OFFICE SUPER GRADE RANKINGS

	<u>Approved Grade</u>	<u>Proposed Grade</u>
✓1. Comptroller	GS-18	
✓2. Deputy Comptroller	GS-17	
✓3. Assistant Comptroller	GS-15	GS-16
✓4. Chief, Finance Division, Office of the Comptroller	GS-16	
✓5. Chief, Budget Division, Office of the Comptroller	GS-16	
✓6. Special Support Assistant, Office of the Comptroller		GS-16
✓7. Chief, Technical Accounting Staff, Office of the Comptroller	GS-15	GS-16

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Agency Ranking No. _____
SG Board Grade Rec. GS _____

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Deputy Director Ranking No. _____
Deputy Director Grade Rec. GS _____

CHECK LIST - SUPERGRADE POSITION EVALUATION

1.

<u>Position Title</u>	<u>Organizational Location</u>	<u>Present Grade</u>	<u>Command Channels</u>
Comptroller	Office - Comptroller	GS-18	DD/S
2. Purpose and Function of Position:
Program Director, responsible for the formulation and execution of policies, programs and plans for budgetary, fiscal, and financial programs of the Agency.
3. Program Responsibility - Authorities - Decisions:
Complete authority for all matters, except final audit, affecting the budget and financial accounting of Agency funds.
4. Related Positions:
Other DD/S Office Heads, such as Directors of Logistics, Security, Training, Personnel and Communications:
5. Special Factors:
The Comptroller as the CIA accountable officer has one of the highest level of responsibility with respect to the obligation, expenditure and accountability of all Agency funds, including regular appropriated and confidential funds.

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Agency Ranking No. _____
SG Board Grade Rec. _____

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Deputy Director Ranking No. _____
Deputy Director Grade Rec. GS _____

CHECK LIST - SUPERGRADE POSITION EVALUATION

1. Position Title
Dep. Comptroller
- Organizational Location
Office - Comptroller
- Present Grade
GS-17
- Command Channels
Comptroller
2. Purpose and Function of Position:
Serves as full Deputy to the Comptroller in formulating and executing the Agency's budget, fiscal and financial accounting programs.
3. Program Responsibility - Authorities - Decisions:
Shares in subordinate capacity, the same area of responsibility as the Comptroller in planning, directing and guiding the programs and activities of the Office of the Comptroller.
4. Related Positions:
Other Deputy Office Heads in the DD/S area.
5. Special Factors:
This is a full Deputy position, in the Office of the Comptroller, sharing the Comptroller's area of responsibility.

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Agency Ranking No. _____
SG Board Grade Rec. 3

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Deputy Director Ranking No. _____
Deputy Director Grade Rec. GS _____

CHECK LIST - SUPERGRADE POSITION EVALUATION

1. Position Title Organizational Location Present Grade Command Channels
Chief, Budget Div. Office - Comptroller GS-16 Comptroller
2. Purpose and Function of Position:
Program responsibility for the formulation, presentation and execution of the Agency formal budget. Vested responsibility also includes formulation of budgets for all Agency projects.
3. Program Responsibility - Authorities - Decisions:
Program responsibility for all aspects of the Agency's budget program subject to approval of the DCI through the DD/s and the Comptroller.
4. Related Positions:
Chief, Finance Division, Office of the Comptroller
5. Special Factors:
There are unique underlay systems and procedures utilized by this Agency so as to maintain the required security of the Agency's clandestine operations and activities in connection with planning, directing and supervising the Agency's budget program.

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Agency Ranking No. _____
SG Board Grade Rec. _____

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Deputy Director Ranking No. _____
Deputy Director Grade Rec. GS _____

CHECK LIST - SUPERGRADE POSITION EVALUATION

1. Position Title Organizational Location Present Grade Command Channels
Chief, Finance Div. Office - Comptroller GS-16 Comptroller
2. Purpose and Function of Position:
Program responsibility includes planning and directing a comprehensive financial support program for all clandestine operations of CIA.
3. Program Responsibility - Authorities - Decisions:
Includes direction of headquarters and field financial support activities in direct support of Agency clandestine operations.
4. Related Positions:
Chief, Budget Division.
5. Special Factors:
As a direct result of Agency clandestine operations, the financial support programs must be developed in consonance with both security considerations and sound financial policies.

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Agency Ranking No. _____
GS Board Grade Rec. No. _____

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Deputy Director Ranking No. _____
Deputy Director Grade Rec. No. _____

CHECK LIST - SUPERGRADE POSITION EVALUATION

1. Position Title Organizational Location Present Grade Command Channels
Special Support Asst. Office of Comptroller GS-15 Comptroller
2. Purpose and Function of Position:
Serves as Special Assistant to the Comptroller in formulating and executing the Agency's budget, fiscal and financial accounting program.
3. Program Responsibility - Authorities - Deisions:
Assists the Comptroller in planning, directing, and guiding the programs and activities of the Office of the Comptroller.
4. Related Positions:
Special Assistant to the Director of Logistics, Special assistant to the Director of Personnel.
5. Special Factors:
Assists in planning, directing and executing the Agency's budget, fiscal, and financial accounting programs.

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Agency Ranking No. _____
SG Board Grade Rec. GS _____

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Deputy Director Ranking No. _____
Deputy Director Grade Rec. GS _____

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CHECK LIST - SUPERGRADE POSITION EVALUATION

1. Position Title Organizational Location Present Grade Command Channels
Asst. Comptroller Office - Comptroller GS-15(SGB-16) Comptroller
2. Purpose and Function of Position: Acts as Deputy Comptroller in his absence. Performs special assignments for the Comptroller where cases cross Division and/or Staff lines, or are extra sensitive. Establishes and maintains contacts to expedite inter-agency negotiations and to facilitate commercial activities utilized by the Comptroller.
3. Program Responsibility - Authorities - Decisions: Participates in executing the high level plans and programs of the Comptroller and implements policies into new and existing programs. Establishes agreements with non-agency parties with authority to make decisions subject only to approval of the Comptroller.
4. Related Positions: Comparable to third in command position or "special assistant" positions in other DD/S components i.e., special assistant.
5. Special Factors: Position is involved, in a command capacity, in programs which are not within the scope of any other Staff or Division and represents the Comptroller, with full authority to commit him to action, at internal and external matters.

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Agency Ranking No. _____
SG Board Grade Rec. 8

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Deputy Director Ranking No. _____
Deputy Director Grade Rec. GS _____

CHECK LIST - SUPERGRADE POSITION EVALUATION

1. Position Title Organizational Location Present Grade Command Channels
Chief Tech. Acctg. Staff Office - Comptroller GS-15(SGB-16) Comptroller
2. Purpose and Function of Position:
Responsible for the formulation of all accounting systems, utilized by the Agency.
Approves all proposed regulations for the Office of the Comptroller.
3. Program Responsibility - Authorities - Decisions:
Authority and responsibility to approve all accounting systems before they can be
utilized by the Agency. Program responsibility for all Agency Regulations as these
apply to the Comptroller and for approving all adm. plans for projects of the Compt.
4. Related Positions:
Chief, Planning Staff, Office of Logistics, GS-15; DD for Plans and Development,
Office of Personnel, GS-15/16.
5. Special Factors:
Accounting systems utilized by this Agency vary considerably from systems used in
other Federal Agencies and frequently involve commercial or business type accounting
systems as well as governmental. Further, security requirements prohibit the
utilization of staff services normally provided other Federal agencies by GAO.

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Security Information

ER 3-9389

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MEMORANDUM FOR: Comptroller

APR 24 1980

SUBJECT : Supergrade Positions

1. The Supergrade Review Board has completed an over-all review of existing supergrade positions and has developed a recommended structure for the entire Agency. The Board's recommendations with respect to the Office of the Comptroller provide for the following supergrade positions:

<u>Position</u>	<u>Present Grade of Position</u>	<u>Review Board Recommendation</u>
Comptroller	GS-17	GS-18
Deputy Comptroller	GS-16	GS-17
Assistant Comptroller	GS-15	GS-16
Chief, O&M Service	GS-16	GS-16
Chief, Technical Accounting Staff	GS-15	GS-16
Chief, Finance Division	GS-15	GS-16
Chief, Budget Division	GS-15	GS-16

2. For the time being, the Director has withheld action on the Board's recommendation. However, the proposed supergrade structure is being used by the Board for the purpose of reviewing individual requests for supergrade action within the established supergrade ceiling. To insure equitable allocation among CIA offices, a quota of supergrade vacancies against which personnel actions may be initiated has been assigned to each major Agency component. The portion of the Deputy Director (Administration) quota which is hereby allotted to the Office of the Comptroller is two. Promotion actions affecting personnel already in supergrade classifications do not count against the quota.

3. It is requested that no personnel action be initiated in the supergrade category without prior discussion with this Office. Similarly, no commitment or tentative statement of prospective promotion will be made with any person on your Staff without such advance clearance.

FOIAb3b

WALTER REID WOLF
Deputy Director
(Administration)

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